

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Good practices identified by the project partners

### Germany

Sewing workshop .....	2
Vocational Guidance .....	4

### Italy

Bio-Skills in Motion Save the World - Earth .....	5
Information meetings.....	6
MoVE – Mobilità Verso l’Europa .....	7
Open Space “Orientamento” .....	8
Service Voucher.....	9
S.OR.PRENDO Italia.....	10

### Luxembourg

Agency for the development of employment – career guidance and apprenticeship .....	11
Centre for Educational Psychology and Guidance .....	12
House for Guidance .....	14
Local Action for Youth .....	16
National Youth Service .....	17
School of 2nd chance .....	19

### Netherlands

Action plan learning jobs.....	21
Akadroom .....	22
Succesklas.....	23
TOM.....	24

### Switzerland

Laboratory for the Analysis of Practices and the Competences Development .....	25
Mosaico .....	26
TRIS.....	27
Youth guidance.....	29

Template used for collecting the Good Practices.....	30
--	----

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Sewing workshop



<b>Title, name</b>	„NähGut“ (Sewing Workshop, a place where clothes are made)
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	08/2009
<b>Date of description</b>	23 May 2013
<b>Contact person</b>	Ines Schönemann; Head and Wardrobe mistress
<b>Contact organisation</b>	GRONE NETWORK Hamburg GmbH
<b>Address and telephone number</b>	Grone Netzwerk Hamburg GmbH -gemeinnützig-(non-profit) Heinrich-Grone-Stieg 1, 20097 Hamburg, Germany Telephone: +49-4023703 888
<b>Website</b>	<a href="http://www.vernetzung-migration-hamburg.de/Grone-Netzwerk-Hamburg-GmbH-gemeinnuet">http://www.vernetzung-migration-hamburg.de/Grone-Netzwerk-Hamburg-GmbH-gemeinnuet</a> .
<b>Financing authority</b>	Local authorities of the City of Hamburg, Agentur für Arbeit, jobcenter.team.arbeit.hamburg, others
<b>What kind of financing/funding ?</b>	Local initiative
<b>Partners</b>	Arbeit und Leben Hamburg e.V., Amnesty for Women, Volkshochschule Hamburg, Caritas e.V. Integrationszentrum, E.V. Auslandsberatung, Educom, DGB – MigrAr, Children for Tomorrow, others.
<b>Location</b>	“NähGut”-Creative economies/Guidance and career adjustment qualifications, Wilhelmsburg, Am Veringhof 9
<b>Target group</b>	Unemployment benefit (ALG I and ALG II-) receivers with special impact on qualification of early school leavers and migrants

### Description

In August 2009, the head and wardrobe mistress Ines Schönemann started her work in the place where the Grone Foundation is located. By the end of 2010 the Textile Workshop moved to Wilhelmsburg (into a building which previously was inhabited by the IBA). The wardrobe mistress started out with a Sewing workshop in the frame of a non-profit-making so called “one euro job”. Another part of the project was a Free workshop benefitting employees holding a temporary employment promotion.

The activities of the AGH (non-profit jobs) consisted of supporting Children’s Theatre Groups at Schools with suits and of the production of clothes for children for the Social Warehouse. The activities of the Free Workshop consisted mainly of producing bags. Over the time the free workshop generated more and more different offers. Therefore in August 2010 it was decided to hire without funding the first apprentices to form them to custom tailors for women.

In the Free Workshop the team is composed of two promoted apprentices, two apprentices undergoing a second course of instruction, five apprentices without promotion and one bag sewer. In 2011 Ines Schönemann wanted to round up the project by a costume inventory (wardrobe) for rent. She became supported by five students of the Institute of Art and Media Management. In 2012 Ines gave up on the overall direction and ever since concentrates on the Free Workshop, the instruction of the apprentices and the economic part.

For the wardrobe mistress the most important impact of the project is the sustainable side of this described circle: “The best practice idea is to give the driven apprentices/school dropouts of the promoted section of the “NähGut” the opportunity to go on learning by taking part in a deeper instruction course. As a result, the combination of the two workshops (the funded and the free) under one roof helps emerging work opportunities for both sides.”

The apprentices of the promoted workshop experience how the flow of the designer collections and the precise work functions in reality.

For the future of the project, a better work-staff ratio, an increasing promotion of the theatre work and a growing

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

vocational training should be more taken into consideration.

## Products, if available

Hand bags, Toilet bags, Clothes for children for the “Social Warehouse”

## Keywords

Early school-leaving / dropout

Dropout prevention

Social work

Immigrant youngsters

Integration

Re-integration (to school or work)

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Vocational Guidance



<b>Title, name</b>	"Jugendberufsagentur": (Vocational Guidance) Hamburg
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Method/approach
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	Launched in 2012, ongoing
<b>Date of description</b>	28 May 2013
<b>Contact person</b>	Andreas Kahl-Andresen, Department of Education Hamburg, head of division vocational training; Dujan Djordan, division manager
<b>Contact organisation</b>	Bundesagentur für Arbeit
<b>Address and telephone number</b>	Kurt-Schumacher-Allee 16, D - 20097 Hamburg , Germany Telephone: +49-1801555111
<b>Website</b>	<a href="http://www.arbeitsagentur.de">http://www.arbeitsagentur.de</a>
<b>Financing authority</b>	Agentur für Arbeit/ Authority for Labour, social affairs, family and Integration, Authority of education
<b>What kind of financing/funding ?</b>	Statutory funding
<b>Partners</b>	LI: Landesinstitut für Lehrerfortbildung HIBB (Hamburger Institut für Berufliche Bildung)
<b>Location</b>	"Jugendberufsagentur", Bezirk Hamburg-Mitte: Norderstraße 105, 20070 Hamburg, Germany
<b>Target group</b>	Young people under 25 of age
<b>Description</b>	

Who we are: 6 teams:3 teams: counsellors specialized in vocational guidance, 1 team: counsellors specialized in university orientated guidance, 1 team for the customer reception, data reception and handling, 1 team: placement specialists, 6 locations across the city projected for the "Jugendberufsagentur", 2 locations already established, staff: roundabout 100

Target groups: Young people under 25 years of age, ready for a vocational training position, exceptions are possible: e.g. if the educational programs (measures) for older customers do not fit the individual circumstances

Stakeholders: students/scholars, young people having left school without placement, parents, teachers, Universities, study- orientated counsellors, authorities (among others: school authority), employers, organizations that offer programs (measures)

Main goals: Early build-up of awareness for the time after the school, early orientation and information for the scholars and parents, help young people find their way into a vocation/academic career, placement of vocational training positions and combined studies training positions

Core services: Individual counselling at the agency, assistance in finding vocational training positions and combined studies training positions, informational events in the BIZ (usually up to 10th class), informational events in schools (usually up to 12th class), consultation hours in schools

Partners at schools: coordinators for the counselling activities at the schools, heads of the schools, school authorities, "Landesinstitut für Lehrerfortbildung (LI)".

<b>Keywords</b>	<input checked="" type="checkbox"/> Early school-leaving / dropout	<input checked="" type="checkbox"/> Stakeholder cooperation
	<input checked="" type="checkbox"/> Dropout prevention	<input checked="" type="checkbox"/> Immigrant youngsters
	<input checked="" type="checkbox"/> Disabled youngsters	<input checked="" type="checkbox"/> Re-integration (to school or work)

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Bio-Skills in Motion Save the World - Earth

<b>Title, name</b>	Bio-Skills in Motion Save the World - Earth
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project
<b>Status</b>	<input checked="" type="checkbox"/> Ongoing
<b>Period, duration</b>	20 months
<b>Date of description</b>	28 May 2013
<b>Contact person</b>	Andrea Marconi
<b>Contact organisation</b>	Università di Camerino
<b>Address and telephone number</b>	Via Pieragostini 18 , 62032 Camerino (MC), Italy
<b>Website</b>	www.unicam.it
<b>Financing authority</b>	ISFOL
<b>What kind of financing/funding ?</b>	European
<b>If European fund, what programme?</b>	<input checked="" type="checkbox"/> Leonardo da Vinci
<b>Partners</b>	Marche Region, University of Urbino, University of Macerata, Polytechnic Of Ancona, Confindustria Marche, Other European companies and intermediary organizations( University, ONG, association, etc..)
<b>Location</b>	European
<b>Target group</b>	People in the labour Market (young graduates)
<b>Description</b>	<p>Thanks to Leonardo Da Vinci PLM, lead by the Marche Region in partnership with the University of Camerino, Macerata, Urbino, Ancona and the Association Umbria Training Centre, we aim to address the following challenges:</p> <ul style="list-style-type: none"><li>- Increase the attractiveness for career in the sector of Bio-Economy</li><li>- Provide highly skilled workforce in different sectors of the Bio-Economy</li></ul> <p>The project envisages the involvement of 120 graduates of the University of Camerino, Macerata, Ancona and Urbino, and a group of experts coming from the placement offices of the partner institutions. The duration of internship will be 3 months. Each internship will be recognized and certified by the Marche Region. The training's objectives focus on improving the technical-professional, language and communication, intercultural, cross-cutting and managerial skills.</p> <p>Target graduates: 1)technical and scientific degrees ; 2) humanities and economic</p> <p>The emerging professional profiles identified for the mobility are: Biotechnologist, Environmental Biologist, Manager of aquaculture facilities, environmental technician, expert in water management and agro-forestry, livestock production technician, technical crop production, food Designer, Technical Product / process in the chemical and pharmaceutical chemistry, Bio-architect , Manager in renewable energy, engineer in the field of photovoltaic, researchers in the field of biotechnology, environment, geology or geochemistry, an expert in the planning cycle of integrated HR, Promoter of sustainable tourism development, technician in the management of environmental tourism, environmental lawyer, legal expert - commercial renewable energy, smart grid of the Engineer, Expert in communication and environmental marketing.</p>
<b>Products, if available</b>	E-learning platform for active job search
<b>Keywords</b>	<input checked="" type="checkbox"/> Job orientation / career guidance

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Information meetings



<b>Title, name</b>	Incontri informativi
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Intervention
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	Annual, in May
<b>Date of description</b>	30 April 2013
<b>Contact person</b>	Francesca Catini
<b>Contact organisation</b>	Provincia di Fermo
<b>Address and telephone number</b>	viale Sapri 65, Fermo, Italy Telephone: +39-0734232514
<b>Website</b>	www.provincia.fm.it
<b>Financing authority</b>	Provincia di Fermo
<b>What kind of financing/funding ?</b>	Local
<b>Partners</b>	Centro Universitario Piceno
<b>Location</b>	Local
<b>Target group</b>	Students, males and females, in the final two years of school

### Description

The University Centre Piceno annually requests the collaboration of the Centre for Employment of Fermo to activate meetings of the steering group in-training to be carried out at the premises of various Educational Institutions located in the Province of Fermo. A meeting of about 3 hours is provided for each group of students. Students participating in the meeting are the last year (also the penultimate) and meet the representatives of the University Centre Piceno and the Centre for Employment of Fermo with which you cover the following topics:

- With the University Centre Piceno students are informed about the new university system and the recommended steps to take to make an informed choice of university and degree course. It presents the characteristics of the educational and training University of Macerata, Camerino and Ancona and gives the student the opportunity to join for free and without any obligations, to the second phase of the orientation, i.e., they are informed of the possibility to participate in the days guidance that the University Centre organizes Piceno to support the person with the choice;
- With the Centre for Employment students are informed about the functioning of the Centre and how he represents an important institutional issue for anyone who is looking for a job.

They are in-depth the various themes that allow students to acquire the knowledge that there are many routes that you can follow in the labour market, both in research work or to occupation or other resources (grants, training, guidance, legal advice , facilities).

The meeting allows students who decide not to continue their studies, but to begin the journey in search of a job, be able to have the name of an operator of the service orientation of the Centre for Employment with which it can take contacts, and so begin the journey to be made to the Employment Centre.

**Keywords**  Dropout prevention  Job orientation / career guidance

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## MoVE – Mobilità Verso l'Europa



<b>Title, name</b>	MoVE – Mobilità Verso l'Europa
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project
<b>Status</b>	<input checked="" type="checkbox"/> Ongoing
<b>Period, duration</b>	2010 - 2013
<b>Date of description</b>	June 2013
<b>Contact person</b>	Serena Tarter
<b>Contact organisation</b>	Ad Personam
<b>Address and telephone number</b>	Via Pranzelores 69, I-38121 Trento, Italy Telephone: +39- 800163870
<b>Website</b>	www.fse.provincia.tn.it
<b>Financing authority</b>	Provincia Autonoma di Trento
<b>What kind of financing/funding ?</b>	European
<b>If European fund, what programme?</b>	<input checked="" type="checkbox"/> European Social Fund
<b>Partners</b>	A network of organizations in the United Kingdom, Ireland, Malta, Germany, France and Spain
<b>Location</b>	Local
<b>Target group</b>	Undergraduates or people having a vocational diploma under 26, and post-graduates of any age

### Description

A transnational mobility experience in Europe is intended to increase the chances of young people from Trentino of settling into a world of work which is getting more and more globalized and rich in technological innovation. MoVE project is addressed to people holding a vocational qualification, secondary school or university degree, willing to attend an intensive language course (4 weeks) or an internship programme (16 or 24 weeks). Participation is totally free. The Province covers for all insurance, travel, subsistence and local transport expenses as well as for the language training, tutoring, monitoring and certification of the experience. A network of partner organizations in the UK, Ireland, Malta, Germany, Spain and France, formed by Institutes specialized in language teaching and career development, boasts a wide range of individual and group educational programmes, tailored to the participant's entry level, age and specific needs. The focus is not only on strengthening multicultural and language skills, or gaining professional experience, but also on encouraging personal growth through the development of several soft skills ranging from diagnostic, interpersonal, communication, teamwork skills, coaching, problem-solving and problem-setting, self-management to self-awareness and self-assessment, from self-motivation and emotional skills to technical-professional skills. The Full Immersion language programmes offer a 4 week intensive course held by specialized Institutes in Germany, France, Spain, Ireland, Malta or the UK. The courses are tailor-made to each participant, from beginner to advanced levels. The programme is a learning container, structured for managing students with very different experiences and education needs, and offers them highly-tailored educational opportunities, based on the goals, contents, teaching methods and tutoring procedures. The 16- or 24-week internship programmes, carried out in foreign work environments selected by language schools in Germany, Spain, Ireland and the UK, are organized and managed taking into consideration the participants' ambitions and personal profile. Practical activities carried out at work are alternated with technical-language lessons and tutoring in order to make the most of the internship programme. A preparatory stage gives the trainee-to-be the adequate level of understanding and speaking to carry out the tasks assigned. Besides broadening the participants' language, soft and professional skills, the experience helps them mature interactions, work socialization and organizational and European socio-cultural environments.

### Keywords

- Key competences
- Language skills
- Internships

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme



## Open Space “Orientamento”

<b>Title, name</b>	Area Orientamento Giovani
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Method/approach
<b>Status</b>	<input checked="" type="checkbox"/> Ongoing
<b>Period, duration</b>	Since January 2012
<b>Date of description</b>	30 April 2013
<b>Contact person</b>	Enrica Orciani, Arianna Gabbianelli
<b>Contact organisation</b>	Provincia di Pesaro e Urbino – Servizio Politiche del Lavoro, della formazione, sociali, culturali, e turismo
<b>Address and telephone number</b>	via L. Della Robbia 4, 61121 Pesaro, Italy Telephone: +39- 07213592961/ 2829/ 2838, Fax: +39-07213592963 Email: a.gabbianelli@provincia.ps.it
<b>Website</b>	<a href="http://www.provincia.pu.it/formazioneelavoro">www.provincia.pu.it/formazioneelavoro</a> , <a href="http://www.provincialavoro.it">www.provincialavoro.it</a> , <a href="http://www.facebook.com/puformazioneelavoro">www.facebook.com/puformazioneelavoro</a>
<b>Location</b>	Local
<b>Target group</b>	Young people 18-29 years old
<b>Description</b>	

Open Space “Orientamento” is a place where youth and students can get information about training and working opportunities, whether they be graduated or still studying, employed or not, with special attention to young people aged between 18 and 29.

It is possible to read documentation or even arrange individual interviews and paths with guidance counsellors. The service is free and self-consultation is possible. People can even attend the meetings, events and workshops that are periodically planned.

There are guidance counsellors available for guidance interviews to assist students in: - choosing the job or study course to pursue; understand the person’s interests and skills and inclinations; learn more about jobs; define and enhance one’s skills; gather information about how to implement an idea of self-employment. People who come to this office can discuss their doubts and turn their skills and motivation into an effective vocational development plan.

There are also computers that users can use to test their interests and job values, consult databases and websites, for a simple and direct self-evaluation using software like SORPRENDO, etc.

Regular events are also organised to meet professionals and experts and gather information on certain professions and target markets. The desk is useful also for young people who are in search of or want to change jobs and thus get organized to do so.

**Keywords**  Dropout prevention  Job orientation / career guidance

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Service Voucher



<b>Title, name</b>	Buoni di Servizio
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Tool
<b>Status</b>	<input checked="" type="checkbox"/> Ongoing
<b>Period, duration</b>	2005 - 2013
<b>Date of description</b>	June 2013
<b>Contact person</b>	Morena Golob, Stefania Zanetti
<b>Contact organisation</b>	Ad Personam
<b>Address and telephone number</b>	Via Pranzelores 69, I-38121 Trento, Italy Telephone: +39- 800163870
<b>Website</b>	<a href="http://www.fse.provincia.tn.it">www.fse.provincia.tn.it</a>
<b>Financing authority</b>	Provincia Autonoma di Trento
<b>What kind of financing/funding ?</b>	P.O. ob.2 FSE 2007-2013
<b>If European fund, what programme?</b>	<input checked="" type="checkbox"/> European Social Fund
<b>Partners</b>	A network of organizations dealing with children (nurseries, summer schools, cultural associations, sports, etc.)
<b>Location</b>	Local
<b>Target group</b>	Working mothers (or fathers if the mother is not in the family) living in the Trento province with children under 16 and an economical situation compliant to the maximum levels defined

### Description

Buoni di Servizio (BS) are caring voucher for employed women in need of a structured care service for their children, to help them combine business and family engagements. Through a voucher system, based on the active participation of the interested subjects, BS can reduce the cost of private caring services for children when public ones are not available. All services are provided by a network of managing authorities accredited by the Autonomous Province of Trento – Europe Service – ESF Office.

To ask for a BS, first mothers have to check if the economical condition of the family is compliant to the maximum levels defined through an index named ICEF. If it is suitable, they have to find out the caring services they need for their children and obtain a quotation of the requested amount and of the costs in charge to the family (minimum 10% of the total cost of the service). The abatement is proportional to the professional charge of the mother (or the father if living alone with his children). Finally, they have to fill a request form and leave it in Ad Personam offices, together with the family ICEF and the quotation of the caring services. A ranking monthly assigns the BS.

<b>Keywords</b>	<input checked="" type="checkbox"/> Policy	<input checked="" type="checkbox"/> Family care
	<input checked="" type="checkbox"/> Working mothers	

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



## S.OR.PRENDO Italia



<b>Title, name</b>	S.OR.PRENDO Italia	
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Tool	<input checked="" type="checkbox"/> Method/approach
<b>Status</b>	<input checked="" type="checkbox"/> In use	
<b>Period, duration</b>	Since 2008	
<b>Date of description</b>	30 April 2013	
<b>Contact person</b>	Paola Paolinelli, paolinelli.p@regione.marche.it	
<b>Contact organisation</b>	Regione Marche	
<b>Address and telephone number</b>	Via Tiziano 44, 60125 Ancona, Italy Telephone: +39-0718063852	
<b>Website</b>	www.istruzioneformazioneelavoro.marche.it	
<b>Financing authority</b>	Regione Marche	
<b>What kind of financing/funding ?</b>	ESF – POR Regione Marche	
<b>Partners</b>	Regione Autonoma Friuli Venezia Giulia (Italy) co-owner of the Italian data bank with Regione Marche Centro Studi Pluriversum srl (Italy) – co-owner and developer for Italy Cascaid Ltd - (UK) – Software producer	
<b>Location</b>	Regional- National	
<b>Target group</b>	Youth (students, neo-graduates), family also	
<b>Description</b>	<p>Behind this action lies the widespread need to identify links between the training and professional decisions of youth who have to decide what school to attend, what vocational course to choose or a university course (school dropout shows important this moment is).</p> <p>SORPRENDO is an interactive software and data bank gathering information about jobs, shared at the international level by Cascaid Ltd. It is highly performing and versatile: individual/collective administering, identification of jobs through the data bank either in combination (or not) with the interactive software.</p> <p>After an experimental phase (with other Italian regions), Regione Marche decided to use it in its Job centres to qualify the guidance activities used to support youth in their career development. The project also included training for guidance experts, technical assistance in training centres and the implementation of the data bank. For period 2013-2015 we expect to implement S.OR.PRENDO (that is now available via web) also within schools and universities in Regione Marche. In terms of regional policies, this latest intervention will contribute to the regional strategy aiming to build a “regional lifelong guidance system”. S.OR.PRENDO, in fact, guarantees not only a single approach as regards guidance, but also ended up being a particularly useful tool to get various systems in contact with each other. At the moment S.OR.PRENDO is part of a national experimentation of MIUR.</p>	
<b>Products, if available</b>	Available at: <a href="http://www.sorprendo.it">www.sorprendo.it</a>	
<b>Keywords</b>	<input checked="" type="checkbox"/> Job orientation / career guidance	<input checked="" type="checkbox"/> Development of coaching methods



## Agency for the development of employment – career guidance and apprenticeship

<b>Title, name</b>	Agence pour le Développement de l'Emploi – ADEM, Service Orientation Professionnelle - Agency for the development of employment – career guidance and apprenticeship, Professional Information Centre (Berufsinformatiionszentrum-BIZ)
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Method/approach <input checked="" type="checkbox"/> Research
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	Ongoing
<b>Date of description</b>	23 May 2013
<b>Contact person</b>	Kate Schummer, Telephone: +352-24785089, Email: kathleen.schummer@adem.etat.lu
<b>Contact organisation</b>	Agence pour le Développement de l'Emploi
<b>Address and telephone number</b>	Maison de l'Orientalion, 58, Bd Grande-Duchesse Charlotte, L-1331 Luxembourg Telephone: +352-24785480
<b>Website</b>	www.adem.public.lu
<b>Financing authority</b>	Government of Luxembourg, Ministry of Labour and Employment
<b>What kind of financing/funding ?</b>	National
<b>Partners</b>	Secondary schools, Professional chambers, Ministry for Education and Vocational Training, Ministry for Family Affairs and Integration, Ministry for Culture, Higher Education and Research
<b>Location</b>	Regional, local
<b>Target group</b>	Pupils, young people and adults
<b>Description</b>	<p>The vocational guidance service helps youth and adults in their choice of career and profession through guidance counsellors who primarily reflects the interests, skills and capabilities of the candidates. The guidance counsellor also considers the employment situation, its evolution and future prospects in occupations.</p> <p>Activities: Information, advice, counselling on the choice of a profession, Registration of and placement in apprenticeships</p> <p>Working methods: Individual interviews, Information sessions for secondary school classes, Educational projects in cooperation with secondary schools, Seminars on finding an apprenticeship, in cooperation with the « Action Locale pour Jeunes (ALJ)».</p> <p>Information and counselling instruments: Professional Information Centre (BIZ) and Internet Centre (Movies on various professions, personal interest tests), Information material and documentation (books, flyers, magazines), One-on-one interviews, Interventions in school classes.</p> <p>Partnerships : Secondary schools, Professional chambers, Ministry for Education and Vocational Training (Service de la Formation Professionnelle, Action Locale pour Jeunes - ALJ, Centre de Psychologie et d'Orientalion Scolaire - CPOS), Ministry for Family Affairs and Integration (Service National de la Jeunesse -SNJ), Ministry for Culture, Higher Education and Research (Centre d'Information et de Documentation sur l'Enseignement Supérieur).</p>
<b>Keywords</b>	<input checked="" type="checkbox"/> Stakeholder cooperation <input checked="" type="checkbox"/> Social work <input checked="" type="checkbox"/> Job orientation / career guidance <input checked="" type="checkbox"/> Integration <input checked="" type="checkbox"/> Re-integration (to school or work) <input checked="" type="checkbox"/> Policy

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Centre for Educational Psychology and Guidance

<b>Title, name</b>	Centre de Psychologie et d'Orientation Scolaires (CPOS), Centre for Educational Psychology and Guidance		
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Method/approach	<input checked="" type="checkbox"/> Research	<input checked="" type="checkbox"/> Intervention
<b>Status</b>	<input checked="" type="checkbox"/> In use	<input type="checkbox"/> Ongoing	
<b>Period, duration</b>	Since 1965		
<b>Date of description</b>	23 May 2013		
<b>Contact person</b>	Jeannot Ferres, Telephone: +352-247759322, Email: jeannot.ferres@education.lu		
<b>Contact organisation</b>	Maison de l'Orientation (House of Guidance) CPOS		
<b>Address and telephone number</b>	58, boulevard Grande-Duchesse Charlotte L-1330 Luxembourg. Telephone: +352-80028181		
<b>Website</b>	www.cpos.public.lu		
<b>Financing authority</b>	Government of Luxembourg		
<b>What kind of financing/funding ?</b>	National		
<b>Partners</b>	Luxembourg Ministry of Education and Vocational Training, Ministry of Labour, Ministry of higher education		
<b>Location</b>	National (CPOS), local (SPOS – Service for Educational Psychology and Guidance ; located in secondary schools)		
<b>Target group</b>	Students in secondary schools (12-19 years)		
<b>Description</b>			

The CPOS (Centre for Educational Psychology and Guidance) is the functional authority of 35 SPOS offices (Service de Psychologie et d'Orientation Scolaires – Service for Educational Psychology and Guidance) in every secondary school of Luxembourg. A Team of psychologists, a social worker (assistance), an educator and administrative staff organizes and coordinates career guidance, psychological support and psychotherapy for students and their families.

They give psychological, educational and social support for students with: School problems (learning difficulties, early school leavers, stress at school etc.); Personal problems (behavioural disorders, social and relational disorders, anxiety, loss of motivation etc.); Family problems (parental divorce, child abuse, conflicts, solitude, loss of communication etc.).

They offer educational and vocational guidance by: Individual and family consultations; Tests (personal, vocational interests); Learning methods; Decision making techniques; Future plans (school, vocational, personal level); Collaboration between the various guidance providers (Ministry of Labour; Higher Education); Information on post-primary schools throughout Europe.

The psychologist defines his work as a perspective of the situation he encounters. His goal is observation, analysis, development, evaluation or exchange (therapy in the broadest sense) of a data set within human functioning. Often, his intervention attempts to address a combination of these goals: they all have in common to allow the concerned person to put a different perspective on his situation.

Activities and offers in the Resource Centre: In-house library and collection of tests, Monthly meetings, working parties, Coordination and evaluation of SPOS activities, Analysis of recurrent problems, development of best practices, formulation of recommendations, Quality development in school psychology, Publication of pamphlets, flyers, CPOS News, School mediation, In-house, continuing training.

For students in need the CPOS offers also Social Services: Grants for students in need (secondary level), Package for the purchase of textbooks, Reimbursement of registration fees, school fees, Quarterly grants for students living on their own.

**Keywords**  Early school-leaving / dropout  Stakeholder cooperation

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

Dropout prevention

Job orientation / career guidance

Social work

Re-integration (to school or work)

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## House for Guidance

<b>Title, name</b>	Maison de l'Orientation - House for Guidance
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Method/approach <input checked="" type="checkbox"/> Research
<b>Status</b>	<input checked="" type="checkbox"/> In use <input type="checkbox"/> Ongoing
<b>Period, duration</b>	Since February 2012
<b>Date of description</b>	23 May 2013
<b>Contact person</b>	Claudine Colbach, Telephone: +352-24785906, Email : Claudine.Colbach@men.lu alj-lux@education.lu
<b>Contact organisation</b>	Maison de l'Orientation
<b>Address and telephone number</b>	58, boulevard Grande-Duchesse Charlotte, L- 1330 Luxembourg Telephone: +352-80028181
<b>Website</b>	<a href="http://anelo.lu/fr/maison-de-orientation">http://anelo.lu/fr/maison-de-orientation</a> <a href="http://anelo.lu/de/maison-de-lorietation">http://anelo.lu/de/maison-de-lorietation</a>
<b>Financing authority</b>	Government of Luxembourg
<b>What kind of financing/funding ?</b>	National
<b>Partners</b>	Ministry of education and vocational training, Ministry of work and employment, Ministry of family
<b>Location</b>	National
<b>Target group</b>	Students in secondary schools (12-19 years), adults
<b>Description</b>	

The House for Guidance offers all services of professional guidance under one roof. It's a common structure including different public administrations offering guidance to youngsters and adults by an accompaniment in the identification process of a person's interests and skills, information about training and professional possibilities and support in the steps to take.

5 public services are offered:

- Centre for Educational Psychology and Guidance (Centre de Psychologie et d'Orientation Scolaires – CPOS), offers orientation consultations and pedagogical, psychological and psychotherapeutical support. CPOS is the coordinator of the activities of the colleges' SPOS's.
- Agency for the development of employment – career guidance and apprenticeship (Service d'orientation professionnelle de l'Agence pour le développement de l'emploi - ADEM-OP), offers individual and collective consultations in vocational orientation for youngsters and adults.
- Local Action for Youth (Action locale pour jeunes – ALJ), offers a personalised accompaniment during the transition between school and work, and support in the realisation of educational/vocational projects. For example: short internships for orientation purposes.
- Welcome service for newcomer students (Cellule d'accueil scolaire pour élèves nouveaux arrivants – CASNA), addresses youngsters aged between 12 and 17 who want to follow their secondary studies in Luxembourg.
- National Youth Service (Service National de la Jeunesse – SNJ), offers concrete opportunities for practical experiences through voluntary services.

At the same address are also located: ANEFORÉ , National agency for European program of education and lifelong learning, FAPEL, Federation of Luxembourg's parents associations.

The House for Guidance offers also Activities for classes

- Regular visits in different secondary school classes in order to provide information and guidance - in collaboration with the Centre de Documentation et d'Information sur l'Enseignement Supérieur – CEDIES that offers advice and information on higher education in Luxembourg and abroad. Financial support.
- Organisation of visits in enterprises
- Participation at the national «students fair»
- Meetings between classes and representatives of the labour market

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



Activities for young people: Orientation internships, Voluntary services, Girls' day-Boys' day, Workshops: «Level-Up», «Coaching on demand», Support in the preparation of personal files and job interviews (enterprises and schools), Intervention at first signs of early school leaving, Systematic assistance for early school leavers, Accompaniment of students leaving universities without diplomas (on demand).

Activities for youngsters and their parents: Information sessions, Web page «Anelo» <http://www.anelo.lu>, «Level-Up» sessions in collaboration with local authorities, Orientation fairs, Conferences.

Activities for teachers: Advanced training for teachers, Conferences, Working groups, Library.

## Keywords

Early school-leaving / dropout

Stakeholder cooperation

Dropout prevention

Social work

Job orientation / career guidance

Development of coaching methods

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Local Action for Youth



<b>Title, name</b>	Action Locale pour Jeunes (ALJ) - Local Action for Youth
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	Created in 1984
<b>Date of description</b>	23 May 2013
<b>Contact person</b>	Claudine Colbach, Telephone: +352-24785906, Email : Claudine.Colbach@men.lu alj-lux@education.lu
<b>Contact organisation</b>	Action Locale pour Jeunes
<b>Address and telephone number</b>	Maison de l'Orientation, 58, boulevard Grande-Duchesse Charlotte, L-1330 Luxembourg, Telephone: + 352-80028181
<b>Website</b>	<a href="http://www.alj.lu">http://www.alj.lu</a>
<b>Financing authority</b>	Government of Luxembourg
<b>What kind of financing/funding ?</b>	National
<b>Partners</b>	Ministry for Education and Vocational Training, Service for professional training
<b>Location</b>	National, regional
<b>Target group</b>	Young people, students
<b>Description</b>	

ALJ – Local Action for Youth provides personalized assistance during the transition between school and work. It supports people to develop and carry out a professional project, planning the practical organisation, preparing a personnel file of presentation and interviews. ALJ facilitates the contacts with other services.

Organization: 10 regional offices with 14,75 posts in the career of social pedagogue, 40 teachers attached to secondary schools have a weekly reduction of 3 to 4 hours of their regular task in order to invest that time in collaborating with the ALJ, Regional offices are situated outside the secondary schools.

Missions: Prevention of early school leaving, Individual accompaniment of early school leavers (since school year 2003/2004), Support and accompaniment of every youngster or young adult who asks for support.

Activities: - Youngsters at risk of early school leaving: Youngsters oriented to vocational training and who need to find an apprenticeship in order to continue their school career (1st contact during their last year of schooling), orientation internships, individual coaching (teachers and social pedagogues): Proactive approach by the ALJ at the end of the school year to provide individual support during the search of an apprenticeship.

- Early school leavers: A listing of the early school leavers is established on the 15th of every month based on the national pupils' file, Proactive approach of the ALJ in the month following the school leaving in order to offer an individual accompaniment in the transition phase (1st contact by letter addressed to the parents in order to offer the support of the ALJ, In case of non-response, the ALJ contacts the parents or the youngster within 3 months by phone to get news), Interview in order to establish a general analysis of early school leaving (online questionnaire) Individual accompaniment: Offer of assistance and support until the youngster has found a definitive solution, Establish a school assessment, Consider the family situation of the youngster; implicate the parents in the process, Orientation to psychological, social or other services: establish contact, if desired ; insure assistance if necessary, Accompaniment in the search of an apprenticeship as defined in professional project during last school year or defining a new project (for ESL) with alternatives and accompaniment to realize this project, Internships in firms (organisation, preparation, assistance, evaluation) for ESL, Preparation of personal file: CV, cover letter, etc.; preparation for job interviews; support in personal, Organisation, accompaniment of the youngster if necessary, etc., Accompaniment for the registration at school (July until October) if necessary.

<b>Keywords</b>	<input checked="" type="checkbox"/> Early school-leaving / dropout	<input checked="" type="checkbox"/> Stakeholder cooperation
	<input checked="" type="checkbox"/> Dropout prevention	<input checked="" type="checkbox"/> Job orientation / career guidance

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

## National Youth Service



<b>Title, name</b>	Service National de la Jeunesse (SNJ) - National Youth Service Unité «Transitions», Service volontaire d'orientation (SVO)
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Method/approach
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	Since 2007
<b>Date of description</b>	23 May 2013
<b>Contact person</b>	Nathalie Schirtz, Telephone: +352-24786461 Email: Nathalie.Schirtz@snj.etat.lu
<b>Contact organisation</b>	Service National de la Jeunesse
<b>Address and telephone number</b>	Maison de l'Orientation, 58 boulevard Grande-Duchesse Charlotte, L-1330 Luxembourg, Telephone: +352-80028181
<b>Website</b>	www.snj.public.lu, www.volontaires.lu
<b>Financing authority</b>	Government of Luxembourg
<b>What kind of financing/funding ?</b>	National
<b>Partners</b>	Government of Luxembourg
<b>Location</b>	National, regional
<b>Target group</b>	Youngsters aged between 16 and 30 which are not in education, employment or training

### Description

The National Youth Service(SNJ) is a public administration under the authority of the Ministry of Family and Integration. Its areas of operation are: Leisure activities, Extracurricular activities, Training, Information, Dialogue and participation, Support for projects, Support for volunteers, Measures for unemployed youngsters.

The Unit “Transitions” is responsible for all projects for young people in transition between schools and working life. The unit is active on the following areas: Coordination of youth voluntary service; Supervising and monitoring of young people involved in a project of Voluntary guidance service (SVO); Mentoring, (International) mobility, Workshops, Information events / sessions; Youth portfolio and certification of volunteer engagement; Au pair placement; ANELO.lu :This project combines websites and actions: the information website for young graduates www.anelo.lu and the “beruffer.anelo.lu” career guidance website.

The Voluntary service program (SVO): is open to all young people that finished compulsory school and which are younger than 30 years; offers active participation in a non-profit project between 3 and 12 months; is a full time occupation; is a deliberate choice of the youngster.

Target group of the SVO: NEET: youngsters which are Not in Education, Employment or Training, such as Early school leavers or drop outs, people with little or no perspectives at the labour market, young people at risk often having a difficult social background, conflicts with law, health problems, low qualification.

Aims of the SVO: give young people at risk the opportunity to make a motivating and sensible experience; facilitate the social and professional reintegration; give the youngsters a realistic perspective in terms of vocational training and employment; built up their self-confidence and soft skills.

Benefits for the volunteer: Personalized monitoring (mentor designated by SNJ); Exchange with other volunteers; Practical experience; Acquisition of technical and social skills; Certification of their competences; Reorientation towards a realistic (life) project; Pocket money (189,07 €/month); Subsistence costs (249,57 €/month); Government aid (< 18 years, 393,26 €/month) or child allowance (>18 years); Social security; Similar benefits than students; In exceptional cases: allowance for accommodation.

The host organisation (HO): Public or private association offering a non profit project; Field of activity: educational and social, cultural, sports, tourism; animal and nature protection.

Mission of the HO: Nominate a tutor; Introduce the volunteer to the environment and the team; Give assistance to the volunteer in completing his tasks; Work closely with the SNJ (definition of the project, attendance to the

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

volunteer, evaluation).

Results – integration after SVO: 01/01/2008 – 14/09/2012: more than 1600 applications; 467 youngsters finished a voluntary service and from 259 of them we know, that 62,5% integrated school or a training, 20,1% signed a work contract, 7,3 % participate in an employment measure, 10% have no occupation, 44,5% (n=208) could not be reached and there are no information about their further career.

## Products, if available

### Keywords

Early school-leaving / dropout

Social work

Disabled youngsters

Stakeholder cooperation

Job orientation / career guidance

Re-integration (to school or work)

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## School of 2nd chance



<b>Title, name</b>	Ecole de la 2e chance - School of 2nd chance
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Method/approach
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	Created by the law of the 12th may 2009
<b>Date of description</b>	23 May 2013
<b>Contact person</b>	Carlo Welfring, Mike Richartz, Email: mike.richartz@e2c.lu
<b>Contact organisation</b>	Ecole de la 2e chance Luxembourg E2C
<b>Address and telephone number</b>	15, rue de l'Acierie, L-1112 Luxembourg B.P. 1463, L-1014 Luxembourg, Telephone: +352-26650350/1, +352-2665035023
<b>Website</b>	www.e2c.lu
<b>Financing authority</b>	Government of Luxembourg
<b>What kind of financing/funding ?</b>	National
<b>Partners</b>	Ministry of education , Companies that takes students as trainees for a few weeks
<b>Location</b>	National and European
<b>Target group</b>	Early school leavers from 16-24 years
<b>Description</b>	

The school of 2nd chance (E2C) aim to fight against school dropout and help young people to get a degree to reintegrate them into society. The challenge is to bring, with a global social, didactical and pedagogical support, a large number of non-certified to a recognized qualification. The school of 2nd chance is open to early school leavers aged from 16 to 24 years, who left school without a diploma and who are willingly to continue school, to start a professional training or are looking for an appropriate job.

The E2C is situated in the context of Lifelong Learning and is based on several pillars: a pedagogical contract proving the will and the motivation of the student; an individualized training course based on modular units; duration and pace of the course according to the needs of the learner; the dual apprenticeship: working in collaboration with businesses; the personalized and continuous support: the concept of tutoring; evaluation, promotion and certification: the E2C is based on a pedagogy of success; parental involvement.

Tutorship: A tutor follows between 6 and 8 learners to give guidance and help in the development of their personal and professional project. Coaches the learner in specific learning problems. Follows and advises the constitution of his/her portfolio. Focuses on social and 'peripheral' problems. Regular communication with parents or legal representatives of the learners. 1 hour per week per learner.

Pedagogical teams : The heart of the E2C's functioning; didactical and pedagogical coordination of three class-groups each ( $\pm$  40 learners); constituted according to the project of the concerned learners; tutor-report-based follow-up of the apprenticeship of all the learners supervised by the team; preparation and follow-up of remediating measures in case of social or school-related problems; give as much help as possible IN school.

General education: Languages: French, German, English, (Luxembourgish); Programs are based on the European language framework: A1, A2, B1, B2, (C1); Mathematics and logical argumentation, health education and citizenship; Natural science (biology, chemistry, physics); Social sciences (economics, geography, history); Cultural and technological education; Sports; Complementary activities: arts, music, sports, theatre

Practical and vocational training domains: kitchen/service/diet, painting, hairdressing, electricity, nursery and landscape-gardening, care, sales.

Socio-pedagogical follow-up: individual care in case of personal problems (i.e. crises, family, school, social); educational and professional orientation; organisation, follow-up and assessment of vocational training courses in business companies; if necessary, mediation between the learner and a third party; follow-up of E2C leavers during 2 years.

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Keywords

Early school-leaving / dropout

Re-integration (to school or work)

Development of coaching methods

Job orientation / career guidance

Development of teaching methods

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Action plan learning jobs



<b>Title, name</b>	Actieplan leerbanen (action plan learning jobs)
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Method/approach
<b>Status</b>	<input checked="" type="checkbox"/> Ongoing
<b>Period, duration</b>	2004 –ongoing
<b>Date of description</b>	22 May 2013
<b>Contact person</b>	Ton v.d. Bersselaar
<b>Contact organisation</b>	Gemeente 's-Hertogenbosch (municipality)
<b>Address and telephone number</b>	Actieplan leerbanen, Parallelweg 21, 's-Hertogenbosch, Netherlands Telephone: +31-633891749 Email: ton@actieplanleerbanen.nl
<b>Website</b>	www.actieplanleerbanen.nl
<b>Financing authority</b>	Gemeente 's-Hertogenbosch (municipality)
<b>What kind of financing/funding ?</b>	Local government, Labour office (UWV) and Koning Willem 1 College (VET-school), Stedelijk College, all out of 's-Hertogenbosch.
<b>Partners</b>	Local government, labour office (UWV), Schools, Koning Willem 1 College, Stedelijk College and ambassorsnetwork of local and regional companies.
<b>Location</b>	Team of action plan learning jobs is located at Parallelweg 21 in 's-Hertogenbosch.
<b>Target group</b>	Students in vocational education (VET-schools) who can't find a learning job on their own. Early school leavers, who don't attend the school anymore and who are registered at the labour office; mostly they are a little bit older, have no duty to go to school and are motivated for working. A small numbers of students in prevocational education which are motivated by "learning by doing".

### Description

Every year the team of the action plan learning jobs realises at least 100 extra learning jobs for the youngsters which are described above. Strong points of the action plan learning jobs:

Good analysis of the problem: clear idea about the target group and the possibilities at the labour market

Involvement of enterprises is big, every 8 weeks the group of "captains of industry" comes together and discusses the progress of the project and supports the team to find solutions for youngsters who are hard to place in a job.

There is a good project management, project organisation and administration.

The project is orientated on result, there is on-going monitoring of the results and quick action for the right interventions.

The project plays an important role to reduce early school leaving, because without a learning job the students could not get their start qualification at level 2 at the VET-school. The project is also a good intervention to give the right support in the process of career orientation and career guidance.

### Products, if available

Description of the concept

### Keywords

Early school-leaving / dropout

Stakeholder cooperation

Dropout prevention

Job orientation / career guidance

Re-integration (to school or work)

Policy

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Akadroom



<b>Title, name</b>	Akadroom	
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Method/approach	The Akadroom is meant for students who have behavioural, social en educational problems.
<b>Status</b>	<input checked="" type="checkbox"/> Implemented	
<b>Period, duration</b>	2008-ongoing	
<b>Date of description</b>	18.04.2013	
<b>Contact person</b>	Liesbeth de Backer	
<b>Contact organisation</b>	Koning Willem I College	
<b>Address and telephone number</b>	Weidonklaan 99, 's-Hertogenbosch, Netherlands Telephone: +31-738508166	
<b>Website</b>	www.kw1c.nl	
<b>Financing authority</b>	Koning Willem I College. 's-Hertogenbosch, the Netherlands	
<b>What kind of financing/funding ?</b>	Own budget	
<b>Partners</b>	Local authority, social work, local businesses and other schools	
<b>Location</b>	Regional	
<b>Target group</b>	Youngsters of age 16 and older	

### Description

The Akadroom is meant for students who have behavioural, social and educational problems. Most of them are drop outs of the regular school system or are coming from schools for students with special educational needs. The goal is to prepare them for the labour market or to give them the opportunity to study in vocational education level two. This by giving them a chance to go back to school at level 1 in the vocational education system and give them self esteem and a feeling of success by getting a diploma.

There is a maximum of 7 to 8 students per class. Boys and girls separated from each other. This is done to create a save environment in the class by working on social skills or personal problems. Of course the students meet each other during the breaks and by joint activities.

By the composition of the class the needs of the students will be considered.

Most of the lessons are given by the same teacher and this teacher is also the person who has the supervision by their apprenticeship. In this way, it is very clear to whom the student can turn to when there are some problems.

### Products, if available

Description of this program

### Keywords

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Early school-leaving / dropout     | <input checked="" type="checkbox"/> Dropout prevention                |
| <input checked="" type="checkbox"/> Social work                        | <input checked="" type="checkbox"/> Job orientation / career guidance |
| <input checked="" type="checkbox"/> Re-integration (to school or work) | <input checked="" type="checkbox"/> Development of coaching methods   |

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Succesklas



<b>Title, name</b>	Succesklas	
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Intervention	The school itself takes care of youngsters who stand a big risk of leaving school early and therefore will not get their qualifications.
<b>Status</b>	<input checked="" type="checkbox"/> Implemented	
<b>Period, duration</b>	6 weeks	
<b>Date of description</b>	16.05.2013	
<b>Contact person</b>	Jacqueline Baselier	
<b>Contact organisation</b>	Koning Willem I College	
<b>Address and telephone number</b>	's-Hertogenbosch, the Netherlands Telephone: +31-6523276630	
<b>Website</b>	www.kw1c.nl	
<b>Financing authority</b>	Ministry of Education (first project subsidy, now mainstreamed)	
<b>What kind of financing/funding ?</b>	Own budget	
<b>Partners</b>	Local Authority, social work, psychiatric work, local businesses	
<b>Location</b>	Regional	
<b>Target group</b>	Youngsters of age 16 and older	
<b>Description</b>	<p>The Succesklas is meant for students who give up their vocational education during a school year and, despite of the intensive support of a study counsellor, do not succeed in choosing a new vocational program. The Succesklas gives drop-outs access to a new vocation within six weeks through a program of introspection, personal coaching and supervision. Table 1 focuses on personal qualities, skills and dreams for the future. Table 2 focuses on looking for a profession and a vocational education which suites the individual. Practical orientation should make the choice process easier. Table 3 focuses on successful application to the new education program of finding a job. Part of the program consists of learning skills (arithmetic, Dutch and English language, creative thinking). About 170 students per school year take part in the Succesklas program.</p> <p>Mission statement of the Succesklas: "The Succesklas is a cosy, safe orientation program. It believes that every student counts and deserves an honest chance. It is a unique opportunity which offers structure and tailor-made support, therefore participants get more self-insight and more self-confidence. Finally, the students become proud and happy that they have been able to make a better choice for their future at school and on the labour market."</p>	

### Products, if available

#### Keywords

Description of the programme

Early school-leaving / dropout

Social work

Re-integration (to school or work)

Dropout prevention

Job orientation / career guidance

Development of coaching methods

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



Lifelong  
Learning  
Programme

## TOM



<b>Title, name</b>	TOM (Traject op maat)		
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project	<input checked="" type="checkbox"/> Method/approach	<input checked="" type="checkbox"/> Intervention
<b>Status</b>	<input checked="" type="checkbox"/> In use		
<b>Period, duration</b>	2007 -		
<b>Date of description</b>	22.05.2013		
<b>Contact person</b>	Tom Peer		
<b>Contact organisation</b>	TOM (gemeente 's-Hertogenbosch)		
<b>Address and telephone number</b>	Parallelweg 21, 5223 AL 's-Hertogenbosch, the Netherlands Telephone: +31-621704752 Email: tom@tomdenbosch.nl		
<b>Website</b>	www.tomdenbosch.nl		
<b>Financing authority</b>	Municipality 's-Hertogenbosch		
<b>What kind of financing/funding ?</b>	Local Government		
<b>Partners</b>	Municipality: Department Youth and Education, department Labour market and social affairs, Labour office (UWV), Koning Willem I College (VET-school) and Divers (Welfare-organization)		
<b>Location</b>	TOM is local organised, but gets students out of a bigger region.		
<b>Target group</b>	Participants live in the region of 's-Hertogenbosch, do not attend school, are in the age between 18 and 23 years old, don't have a start qualification (under NVQ level 2 and no secondary-school qualification of HAVO/VWO) and don't have a job or social allowance.		

### Description

The TOM-coach will, together with the participant, find out what he or she would like to do. Because of the fact that the participant didn't finish school, it is important to calculate the possibilities in finishing school as second chance. So going to school again or finding a job or going back to school in combination with a (part-time) job. Everyone has his or her own background, profile, capabilities. To take this in account the participants all follow an individual program, that's why the project is called TOM (Traject op maat, in English a tailor-made program). Some youngsters are helped by making the right career choice or the choice for the right further education. Some youngsters are trained by how to apply for a (new) job. Others get extra lessons in arithmetic or Dutch language. Youngsters are trained in daily rhythm, sometimes there will be extra support from organisations like Maatschappelijk Werk (Social Work).

When it is clear what kind of job one would to execute in future, the TOM-coach helps the youngsters to find a learning job in order to practice and see if this will be the final choice to focus on.

The TOM-coach acts as a case manager and keeps an eye on the process of the individual. After successful ending of the TOM-program and the next step has been made to school or work, then the coach will still follow the first half year after leaving TOM.

TOM-project is voluntary, but is not without obligations. The youngsters have to make the best out of it to make good choices and to keep arrangements.

### Products, if available

Description of the concept

### Keywords

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Early school-leaving / dropout     | <input checked="" type="checkbox"/> Stakeholder cooperation           |
| <input checked="" type="checkbox"/> Social work                        | <input checked="" type="checkbox"/> Job orientation / career guidance |
| <input checked="" type="checkbox"/> Re-integration (to school or work) |   |

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## Laboratory for the Analysis of Practices and the Competences Development



<b>Title, name</b>	Laboratory for the Analysis of Practices and the Competences Development		
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Tool	<input checked="" type="checkbox"/> Method/approach	<input checked="" type="checkbox"/> Intervention
<b>Status</b>	<input checked="" type="checkbox"/> In use		
<b>Period, duration</b>	From 2008		
<b>Date of description</b>	12.04.2013		
<b>Contact person</b>	Osvaldo Arrigo		
<b>Contact organisation</b>	IUFFP Istituto Universitario Federale per la Formazione Professionale		
<b>Address and telephone number</b>	Via Besso 84, CH-6900 Lugano Massagno, Switzerland Telephone: +41-99607788, Fax: +41-919607766		
<b>Website</b>	<a href="http://www.ehb-schweiz.ch/IT/FORMAZIONECONTINUA/SERVIZIDICONSOLENTA/Pagine/laboratoriodianalisi.aspx">http://www.ehb-schweiz.ch/IT/FORMAZIONECONTINUA/SERVIZIDICONSOLENTA/Pagine/laboratoriodianalisi.aspx</a>		
<b>Financing authority</b>	Continuing Training Department of Swiss Federal Institute for Vocational Education and Training (SFIVET)		
<b>What kind of financing/funding ?</b>	Self-funded project through an internal fund and contributions from the beneficiaries of the services		
<b>Location</b>	Regional		
<b>Target group</b>	Adults (women or man) and institution		
<b>Description</b>	<p>The Laboratory for the Analysis of Practices and the Competences Development offers many kind of Individual or institutional consulting, advisory services and training (analysis – identification, recognition, improvement, development) of personal &amp; professional competences. In particular, our activity covers the following areas: Individuals or small groups: Competences' Balance-portfolio (Personal, Professional, Key competences); Assistance for dossier in Recognizing and Validation Prior Learning (RVPL) procedures; Advisory services/ supervision of RVPL consultants and job placement offices. Institutions: Analysis of practices; Advisory services and supervision of professional teams; Work Analysis and development of competence profiles; Project support for RVPL or Workplace Learning (WPL) initiatives. Development of tools: Development and adaptation of support documents for Advising, RVPL and WPL.</p>		
<b>Products, if available</b>	Courses and seminars <a href="http://www.ehb-schweiz.ch/IT/FORMAZIONECONTINUA/SERVIZIDICONSOLENTA/Pagine/laboratoriodianalisi.aspx">http://www.ehb-schweiz.ch/IT/FORMAZIONECONTINUA/SERVIZIDICONSOLENTA/Pagine/laboratoriodianalisi.aspx</a>		
<b>Keywords</b>	<input checked="" type="checkbox"/> Stakeholder cooperation	<input checked="" type="checkbox"/> Job orientation / career guidance	
	<input checked="" type="checkbox"/> School development	<input checked="" type="checkbox"/> Development of teaching methods	
	<input checked="" type="checkbox"/> Development of coaching methods		

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Mosaico



<b>Title, name</b>	Progetto Mosaico
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Method/approach
<b>Status</b>	<input checked="" type="checkbox"/> In use
<b>Period, duration</b>	Beginning of February 1st, 2011
<b>Date of description</b>	16 April 2013
<b>Contact person</b>	Giuseppe Rauseo, Marina Bernardo Ciddio, Emanuela Pigò
<b>Contact organisation</b>	Centro di Formazione Professionale dell'OCST
<b>Address and telephone number</b>	Via S. Balestra 19, 6900 Lugano, Switzerland Telephone: +41-919212600
<b>Website</b>	www.cfp-ocst.ch
<b>What kind of financing/funding ?</b>	Participant's fees, public authorities, OCST
<b>Partners</b>	OCST, public authorities
<b>Location</b>	Regional
<b>Target group</b>	Women and men in transition's career, unemployed people, women whom want to re-enter to the job's world after a long period of absence, migrants to accompany in the phase of acclimatization.

### Description

The professional guidance and vocational service, Progetto Mosaico, is a platform of integrated services to the person in connection with the educational activities of the CFP-OCST and the services already provided by the labour union OCST.

It offers the tools and techniques for active job search.

The goal is to help the person to define and enhance its skills, make them clear, transferable in different professional context or not.

It is usually conducted in-depth individual interviews with activities.

<b>Keywords</b>	<input checked="" type="checkbox"/> Social work	<input checked="" type="checkbox"/> Job orientation / career guidance
	<input checked="" type="checkbox"/> Integration	<input checked="" type="checkbox"/> Re-integration (to school or work)

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



## TRIS



<b>Title, name</b>	TRIS – Tecniche ricerca impiego e sostegno al collocamento
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Intervention
<b>Status</b>	<input checked="" type="checkbox"/> Ongoing
<b>Period, duration</b>	Permanent
<b>Date of description</b>	15 March 2012
<b>Contact person</b>	Antonella Marazza
<b>Contact organisation</b>	ECAP Ticino UNIA
<b>Address and telephone number</b>	Via Industria, 6804 Lamone, Switzerland Telephone: +41-916042030/32
<b>Website</b>	www.ecap.ch
<b>Financing authority</b>	Cantone Ticino, SECO, UMA (Secretariat for economy, ALMP office)
<b>What kind of financing/funding ?</b>	Public
<b>Location</b>	Regional (Tessin)
<b>Target group</b>	Wide, 20-65 yrs. , women and men with basic competences of the Italian language, possibly but not strictly with professional qualification.

### Description

ECAP Ticino UNIA offers two different courses on Job Searching techniques and support to active job search: TRI Sostegno and TRI Base.

TRI Sostegno is an individual service based on the coaching approach. The duration for the participant is of max. 7 weeks and implies a max. of 16 meetings, planned according to the coachee's specific needs, assessed and negotiated during a preliminary meeting of 1.5 hours. The course includes individual coaching sessions, theoretical group lessons, on topics such as editing CV and application letters, communication and job interview management, web application, networking, and individual practical workshops. The aim of the training is to support the job seeker in analyzing his/her educational and professional experience in detail, i.e. to guide him/her in a self-skills assessment, so to set an active and effective search strategy. Professional objectives and targets are determined, according also to agreements between the coachee and his/her referent at the unemployment office; with different grades of autonomous/assisted work, during the individual meetings or the practical workshops models or targeted applications are prepared and validated. We also provide for interview simulations, if needed. We therefore work with coachees both on the cognitive, informational side (analysis of potential and spendable skills and competences, knowledge of local economy and job market, etc.) and on motivation and empowerment. TRI Sostegno coaching pathway is generally indicated for people with at least basic professional qualification, good competences in the Italian language, possibly in the use of PC.

TRI Base is the second, lighter training we offer and it's organized in 5 group meetings of 3.5 h/lessons, preceded by a 1 hour individual interview, during maximum 3 weeks, but generally carried out in two.

The aim of TRI Base is to provide the job seeker with a basic application dossier, including basic CV, a model of spontaneous application letter and a model of job advert answer letter. We normally manage to facilitate a first approach to PC use, enough to handle model documents and use Internet to check job adverts on the main dedicated web platforms. We share information on job search channels and supply lists of companies of targeted sectors. TRI Base training offer is generally assigned to people with low or no professional qualification, whose referent at the unemployment office wishes a fast exit from training.

ECAP offers a third service named CLUB IMPIEGO (JOB CLUB). Three days a week, a dedicated classroom with 6 PC stations is available on appointment for people, who either need assistance with their applications, or they simply need to use a PC, Internet connection, printer, daily newspapers, etc. A trainer is always available and can assist the users or work on assistance requests received by email. CLUB IMPIEGO is free and attended voluntary.

<b>Products, if available</b>	Brochures in Italian
-------------------------------	----------------------

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Keywords

Job orientation / career guidance

Re-integration (to school or work)

Policy

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
"Leonardo da Vinci", Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Youth guidance



<b>Title, name</b>	Bilancio Giovani
<b>Kind of good practice</b>	<input checked="" type="checkbox"/> Project
<b>Status</b>	<input checked="" type="checkbox"/> Ongoing
<b>Period, duration</b>	Started in 2011
<b>Date of description</b>	30.04.2013
<b>Contact person</b>	Viviana Kurz (team leader)
<b>Contact organisation</b>	Labor Transfer
<b>Address and telephone number</b>	Ala Monda, 6528 Camorino, Switzerland Telephone: +41-91 8518726
<b>Website</b>	<a href="http://www.labor-transfer.ch">www.labor-transfer.ch</a>
<b>Financing authority</b>	Cantone Ticino – Ufficio Misure Attive (UMA)
<b>What kind of financing/funding ?</b>	Founds from LADI (joblessness insurance)
<b>Location</b>	Regional (Cantone Ticino)
<b>Target group</b>	Young adults (19-25) without a completed Professional Training
<b>Description</b>	

A 4 months job coaching, with a 10 days training in skills evaluation, job orientation and job search techniques and internships (between 2 days and 3 weeks). There are two kinds of goals: help participants to find a job, or to find an apprenticeship contract, in order to complete a professional training.

**Keywords**  Dropout prevention  Job orientation / career guidance

# MEG - Mobilising Experts in job Guidance

Lifelong Learning Programme 2007-2013, Sectorial Programme  
“Leonardo da Vinci”, Multilateral Partnership Action



Lifelong  
Learning  
Programme

## Template used for collecting the Good Practices

### Title, name

#### Kind of good practice

- |  |  |
|--|--|
| <input type="checkbox"/> Project         | <input type="checkbox"/> Tool                |
| <input type="checkbox"/> Method/approach | <input type="checkbox"/> Research            |
| <input type="checkbox"/> Intervention    | <input type="checkbox"/> Other, namely _____ |

#### Status

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Planned   | <input type="checkbox"/> Ongoing     |
| <input type="checkbox"/> Completed | <input type="checkbox"/> Implemented |
| <input type="checkbox"/> In use    | <input type="checkbox"/> In progress |

#### Period, duration

#### Date of description

#### Contact person

#### Contact organisation

#### Address and telephone number

#### Website

#### Financing authority

#### What kind of financing/funding ?

#### If European fund, what programme?

- |   |  |
|---|--|
| <input type="checkbox"/> European Social Fund | <input type="checkbox"/> Comenius            |
| <input type="checkbox"/> Grundtvig            | <input type="checkbox"/> Leonardo da Vinci   |
| <input type="checkbox"/> Youth in action      | <input type="checkbox"/> Other, namely _____ |

#### Partners

#### Location

#### Target group

#### Description

#### Products, if available

#### Keywords

- |  |   |
|--|---|
| <input type="checkbox"/> Early school-leaving / dropout    | <input type="checkbox"/> Stakeholder cooperation            |
| <input type="checkbox"/> Dropout prevention                | <input type="checkbox"/> Social work                        |
| <input type="checkbox"/> Job orientation / career guidance | <input type="checkbox"/> Immigrant youngsters               |
| <input type="checkbox"/> School authority                  | <input type="checkbox"/> Disabled youngsters                |
| <input type="checkbox"/> School management                 | <input type="checkbox"/> Integration                        |
| <input type="checkbox"/> School development                | <input type="checkbox"/> Re-integration (to school or work) |
| <input type="checkbox"/> Development of teaching methods   | <input type="checkbox"/> Policy                             |
| <input type="checkbox"/> Development of coaching methods   | <input type="checkbox"/> Other, namely _____                |